

## **Minutes of Planning Commission Meeting 07-02, February 19, 2007**

### **Roll Call: 7:05 pm**

Commissioners present were Chair Fitzhugh, Jeffrey, Nicosia, and Supplee. Michele Braun was present as Clerk. Kenneth Hepburn, Suzanne Jolly, and Kathleen Lott were present.

### **Approval of Minutes**

Nicosia moved to approve the minutes of Meeting 07-01, January 22, 2007. Jeffrey seconded. **The motion passed 4-0-0.**

### **Sign Permits**

Nathan Freeman applied for a sign permit for Freeman's Upholstery Shop, Inc. at 109 VT Rte 12A. The application did not indicate the height of the sign; commissioners noted that the sign should comply with requirements in the regulations in regard to height and distance from walkway. Jeffrey moved to approve the request; Nicosia seconded the motion. **The motion passed 4-0-0.**

Suzanne Jolly applied for a sign permit for a banner over Main Street for the Making a Difference Resource Center's campaign to prevent underage drinking, to be posted in the last two weeks of April. Jeffrey moved to approve the request; Nicosia seconded the motion. **The motion passed 4-0-0.**

### **Site Plans**

Kenneth Hepburn applied to place two mobile homes on parcel 004-036.000, 2826 Union Brook Road. Nicosia moved to approve the request as presented, based on the 1978 State of Vermont Land Use Permit accompanying the application; Jeffrey seconded the motion. **The motion passed 4-0-0.** The Commission noted that the regulation of mobile home parks needs to be more thoroughly addressed in the revision of the zoning regulations.

### **Other Business**

- CVRPC representative  
Supplee volunteered to be the municipal representative to the Central Vermont Regional Planning Commission, pending appointment by the Selectboard. Fitzhugh volunteered to be the alternate.
- Zoning Update  
Supplee and Nicosia presented draft language on signs and waivers, respectively. The Commission discussed these provisions, and agreed to consider final versions at the next meeting. Nicosia volunteered to research site plan review, and Jeffrey volunteered to research the definition of a family.
- Training  
ZA should initiate discussion with Sharon Murray and Brian Shupe to develop a training on planning to assist in completing our new municipal plan. Once a training has been scheduled and a trainer retained, ZA will apply for a state Municipal Education Grant to cover the cost.
- Subdivision & Site Plan Review procedures  
PC revisited draft site plan review application submitted by ZA in 2006. Supplee moved that ZA should initiate use of the site plan review application; Jeffrey

seconded the motion. Jeffrey moved to amend the movement to recommend that the Selectboard adopt a fee of \$75 for site plan review; Nicosia seconded the motion to amend. **The motion passed 4-0-0.** A vote was then taken on the original motion by Supplee, as amended by Jeffrey. **The motion passed 4-0-0.**

PC briefly discussed advice of counsel regarding filing of plats associated with subdivision permits. PC was advised that plats must conform to requirements of 27 VSA 17, and that what is recorded must be the same as what was reviewed by the Commission. Jeffrey moved to clarify the position of the Commission, which is that a plat meeting the requirements of 27 VSA 17 must be submitted with all subdivision applications from this date forward, and must be recorded upon approval of the permit; Nicosia seconded the motion. **The motion passed 4-0-0.** ZA asked for clarification regarding past subdivision permits; PC indicated that the revised zoning regulations would identify permits issued prior to this date as exempt from the requirement to record a plat.

### **Next Regular Meeting**

March 19, 2007

### **Adjournment: 8:20 pm**

A motion to adjourn was made by Nicosia and seconded by Supplee. **The motion passed 4-0-0.**

Michele Braun  
Zoning Administrator / Clerk

These minutes are subject to approval at the next regular meeting; however, they are substantially correct.